

Name of Policy	Provision to Support the Victims of Family or Domestic Violence Policy
Description of Policy	This policy outlines the support that is available to staff members who require leave as a result of the effects of experiencing domestic violence.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <hr/> <input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy
Description of Revision	

Approval Authority	Vice-Chancellor
Governing Authority	Senior Executive Group
Responsible Officer	Chief Operating Officer

Approval Date	01 May 2014
Effective Date	01 May 2014
Date of Last Revision	
Date of Policy Review*	

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	Employee Assistance Program Policy Extraordinary Leave Policy Personal / Carer's Leave
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1. Background Information

In line with ACU's mission which expresses a fundamental concern for the dignity of all human beings, this policy seeks to develop a supportive workplace, and guides the response of the University, by supporting staff members who may require assistance as a result of experiencing the effects of domestic violence.

2. Policy Statement

The University is committed to supporting staff experiencing domestic violence to continue to participate in the workplace and maintain their employment. In addition, the University seeks to create a supportive work environment where staff are comfortable in requesting assistance for domestic violence related concerns.

3. Policy Purpose

The purpose of this policy is to inform staff members of their entitlement to Domestic Violence Leave and its application at the University.

4. Application of Policy

- 4.1** This policy applies to all staff members of the University. Staff members engaged for a specific fraction of a full-time appointment are entitled to the amount of leave available on a pro-rata basis relative to the staff member's fraction of employment.

Staff members are entitled to access up to five (5) days per annum of Domestic Violence Leave for the purposes of:

- Seeking medical and legal assistance;
- Attending court appearances;
- Counselling;
- Relocation; or
- To make other safety arrangements.

Domestic Violence Leave is non-cumulative.

- 4.2** In addition to Domestic Violence Leave, staff members can make applications for additional leave. The amount and type of leave provided will be determined by the individual's situation through consultation between the staff member, supervisor and the Director of Human Resources.

5. Roles and Responsibilities

5.1 Managers and Supervisors

Managers and supervisors are responsible for:

- Offering support to staff members who may require assistance as a result of experiencing the effects of domestic violence;

- Providing advice to staff members about the University's Employee Assistance Program;
- Considering seeking advice from the Manager Assist service, provided by the University's Employee Assistance Program, to support staff members who may require assistance as a result of experiencing the effects of domestic violence;
- Seeking advice as necessary from Human Resources;
- Approving the staff members leave application form.

5.2 Staff Members

- Should consider seeking support from the University's Employee Assistance Program;
- Should consider seeking support from their Manager or Supervisor;
- Should consider seeking advice from Human Resources; and
- Completing a leave application form and submitting it to the supervisor for approval.

6. Confidentiality

Managers and Supervisors must ensure that they deal with a staff member's application for Domestic Violence Leave with sensitivity and ensure all personal information concerning the staff members circumstances and application is kept confidential.

7. Policy Review

The University may make changes to this policy and procedures from time to time to assist statutory compliance and or to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward her/his suggestions to the Human Resources Advisory Service.

8. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult her/his nominated supervisor who is responsible for the implementation and operation of leave arrangements in her/his work area. Should further advice be required staff should contact the Human Resources Advisory Service, HR@acu.edu.au or extension 4222.